NRA NOTIFICATION AND ACTIVATION CHECKLIST

Purpose:

- **To Validate/Update Current Information**
- **To Inform the SELRES of Required Information**
- **To Provide Necessary Documentation for Exceptions**
- **Speed Mobilization Process**

NAME: _____ SEX: M __ F __

RANK/RATE: _____ SSN/DESIGNATOR: _____

RESERVE UNIT ASSIGNED: _____

ULTIMATE DUTY STATION: _____

HOME ADDRESS: _____
HOME TELEPHONE NUMBER: _____
WORK TELEPHONE NUMBER: _____
UNIT CO NAME & NUMBER: _____

Circumstances or Issues Requiring Special Attention

- **PREGNANT / NEW MOTHER < 4 MONTHS**
- **IRR REQUEST PENDING**
- **RETIREMENT REQUEST PENDING**
- **RESIGNATION OF COMMISSION PENDING**
- **TRANSFER TO ANOTHER RESERVE CENTER PENDING**
- **MORE THAN 16 YEARS ACTIVE DUTY**
- **REQUESTING DELAY (MUST SEND REQUEST TO CO NMCRC IN WRITING)**
- **NON-PRIOR SERVICE WITH < 84 DAYS ACTIVE DUTY**
- **MILITARY SPOUSE CURRENTLY DEPLOYED OR ON ALERT**
- **UNABLE TO COMPLY WITH REQUIRED DEPENDANT CARE CERTIFICATE**
- **EOS < 13 MONTHS AND MEMBER DOESN'T WISH TO EXTEND/REENLIST**
- **EOS < 90 DAYS AND MEMBER DOESN'T WISH TO EXTEND/REE**
- **NEEDS EXTENSION PAPERWORK PREPARED**
- **NEEDS RE-ENLISTMENT PAPERWORK PREPARED**
- **NEEDS PHYSICAL EXAM, FAST FOR 10 HOURS PRIOR TO REPORTING**
- **NEEDS DENTAL EXAM**

Section I – Preliminary Notification – Be Prepared!

- **ALL ITEMS IN SECTION I MUST BE FILLED OUT PRIOR TO RESERVIST REPORTING TO THE NAVAL RESERVE ACTIVITY. THE FOLLOWING ITEMS MUST BE DISCUSSED WITH THE RESERVIST DURING THE NOTIFICATION PROCESS. (THIS WILL NORMALLY BE A TELEPHONE INTERVIEW.)**

- Review the list of requirements:
  - Assemble a file with all required documentation – BE PREPARED!
  - Update the your file as necessary
  - Document ALL Listed Exceptions
  - Update your PAGE 2
  - Keep Your Medical/Dental Records Current and Updated

Section I – Issues to Address

- Mobilization Notification and Reporting Procedures
  - Exceptions to Reporting
  - Exceptions to Mobilization
  - Be Prepared to Explain Exceptions in Writing!
- Dependent Documentation and Planning
  - Exceptional Family Member Documents
  - Update Family Care Plan
  - DON Dependent care Certificate
  - Dependent Documentation, I.e. Birth Certificates, Child Support, Marriage Certificate, Dependent School Enrollment Certificates

Section I – Documents to Bring to the NRA

- Changes in Personal Status
- DD-214
- Divorce/Annulment Papers
- Death Certificates
- Voided Personal Check or Deposit Slip
- Special Pay Eligibility
- Current Drivers License
- Official Passport or Birth Certificate with Raised Seal
- Security Clearance Info - SF86
- Dog Tags
- Medial Alert Tags
- Prescribed Medications
- Prescriptions
- Current Eyeglasses Prescription
- Hearing Aid and Batteries if Needed
- Certificate of FULL-TIME enrollment in College
- Vehicle Registration
- Car Insurance

Section I – Issues To Address

- Notification to Employer
  - If you are employed You MUST notify your employer in writing in order to protect your re-employment rights under USERRA.
  - If in doubt contact the Reserve Center for direction
- Change in Health Plans
  - DO NOT change or modify your existing health plan or coverage until after reporting to NRA
- Medical Specialty Officers
  - Specific specialty documentation is required!
- Notification of Requirements UNIQUE to the Operation

Section I – Issues To Address

- Government Charge Card (GTCC) Review
- Deploying OCON
- US?
  - Luggage and POV Arrangements
- Vehicle Info – Base Stickers
- Movement of Family and Household Goods
  - 600 Pounds Authorized INCONUS
  - Households Goods Storage
    - Power of Attorney necessary to execute storage process
- Do you Require a Power of Attorney?
- Do you have a Current Will?

Section I – Issues To Be AWARE of!

- You CANNOT Request Transfer to IRR!
- You are Now Subject to UCMJ!
- You are to Report to (NRA) for Activation Processing
- You are Responsible for Providing and Arranging Your Own Transportation to the NRA

Section II – Requirements Review Overview

- IMS Code changed to “RC2”
- Special Cases Board Action
- Identification Card DEERS Enrollment
- Qualification requitrements
- Medical Requirements
- Dental Requirements
- Legal Requirements
- Family Requirements
- Employer Support
- PSD Requirements
- Supply Requirements
- Active Duty Sponsor Assignment
- Final Certification

Section II – IMS Code / Special Cases / DEERS

- IMS Code in NSIPS Changed to “RC2”
- Special Cases Board Action
  - Request Delay or Exemption Board
  - Be Prepared to DOCUMENT Reasons
- Identification/DEERS Card Enrollment
  - In Possesion of Valid Reser ve ID Card (DD Form 2)
  - Has Active Duty Card Been Issued?
  - Verfiy DEERS Enrollment in RAPIDS
  - Dependent ID Cards Required?
    - Prepare Dependent ID Card Applications
- Does Reservist Have Dog Tags?

Section II – Qualification Requirements

- Qualification Requirements
  - Is the NOBC or NEC Documented?
  - Is the Reservist Employed?
  - Does the Reservist Meet the Security Requirements for the Mobilization Billet?
    - Submit SF86 if Required
    - Do Orders Reflect Security Clearance Data

Section II – Medical Review

- Is the Reservist:
  - TNPQ?
  - Medical Retention Review, MRR?
  - Receiving Notice of Eligibility Benefits?
  - Currently Before a Physical Evaluation Board?
- Verify Physical Exam Dates
  - Address Non-Current Exams
  - Address NPQ
- Has Member Completed a DD 2807
  - Address Exceptions
  - Member MUST provide documentation of new medical condition
  - NPQ Findings faxed to BUMED (M3F1)

Section II – Medical Review

- If Pre-Existing Medical Condition Not Reported Prior to Mobilization Notify NRA for ADMIN Action
- Member MUST Complete a Pre-Deployment Assessment DD 2795
  - Answers “YES” to Questions 2,3,4,7,OR 8 Referred for Evaluation
  - Copy of DD 2795 Mailed to Deployment Surveillance Team
  - Original DD2795 Placed in Member’s Health Record

Section II – Medical Review

- Is Reservist Pregnant?
  - If Yes Determine Appropriate Action for Delay or Exemption
- Are Standard Tests and Immunizations Current?
- Has Reservist Received the Smallpox PowerPoint Brief at http://reserves.navy.mil
- Is the HIV Test Current?
- Is Member's DNA on File?
- Is PPD Current?

Section II –Medical Review

- Establish New Reference Audiogram
  - If Hearing Aid Required or Used Does Member have 180 Days of Batteries?
- Does Member Require
  - Prescription Eyeglasses?
    - Does Member have 2 Pair Available?
    - Copy of Current Eyeglasses Prescription
  - MEDICAL WARNING TAGS?
  - Prescription Medication
    - Have 2 weeks of Medication
    - Provide Copy of Required Prescriptions

Section II – Medical Review – EFM

- Is Member a Participant in the Exceptional Family Member Program (EFM)?
  - If YES Notify MOB and NRA
  - If NO Verify if Member SHOULD Be Enrolled

Section II – Medical Review - TRICARE

- Has Member Viewed the TRICARE PowerPoint Brief at the CNRFC Force Medical Website?
  - Has Members Spouse Viewed the Presentation?
- Does the Member wish to Enroll Family Members in TRICARE?
  - Have Member Complete Forms
  - Process Forms at NMPS

Section II –Medical Review – HEALTH RECORD

- Does Member Have Health Record In Hand?
  - Member should Verify Health Record PRIOR to Mobilization Notification
    - Member Should Address Discrepancies
    - Member Should Make a COPY of the Health Record for Personal File

Section II – Dental Review

- Document the Following:
  - Date of Last Exam
  - Date of Last X-Ray
  - Dental Classification
- Does Member Have Dental Record in Hand?
  - Member Should Address Discrepancies
  - Member Should Make a COPY of the Health Record for Personal File

Section II – Legal Requirements

- Identify Pending Civil/Felony Charges
- Identify and Document Prior Convictions
- Was Reservist Counseled on Family Legal Needs?
  - Power of Attorney
  - SGLI/FSGLI
- Does Reservist Have a Current Will?
- Has Reservist Provided Powers Of Attorney to Applicable People for:
  - Financial Issues
  - Child Care
  - Household Goods
  - Other Instances

Section II – Legal requirements

- Was Reservist Counseled or Briefed on:
  - Soldier's and Sailor's Civil Relief Act?
    - Unresolved Civil Litigation
  - Uniformed Services Employment and Reemployment Act (USERRA)
  - Geneva Convention Codes
- Was Reservist a Former Peace Corps Member in the AOR
- Was the Reservist a POW in the AOR
- Identify and Document ALL Legal Issues That Cannot Be Resolved at the NRA and That MAY Impact Mobilization

Section II – Family Requirements

- Identify Special Family Needs
  - Medical
  - Single Parent
  - Other
- Provide Reservist and Reservist Family Members with OMBUDSMAN or KEY VOLUNTEER NETWORK Contact Info
- Did Reservist Receive Brief on OPNAVINST 1740.4A – Family Care Plan requirements

Section II – Employer Support

- Document Reservists Notification of Recall to Employer
  - Reservist Should Draft a Letter to Employer
    - Attach Copy of Official Orders
- Does Reservist Know His/Her ESGR Representative?
- Has Reservist Completed the Employer Survey Form
- Is the Reservists Employer Supportive of Their Recall?

Section II – PSD Requirements

- Reservist MUST
  - Personally Review and Acknowledge Order and Instructions
  - Verify and Update Page 2
  - Prepare and/or Verify DD 2058 “State of Legal Residence”
  - Officer Only:
    - Prepare and/or Verify NAVPERS 1070/74 Home of Record Documents

Section II – PSD Requirements

- Has or Does Reservist
  - Recently Been Discharged or Released from Active Duty?
  - Served 16 or More Years on Active Duty?
  - Have an EOS within the Recall Period?
  - Need to apply for a Passport or Visa if Required in AOR
  - Have a Complete Navy Dependent Care Certificate? Need to review or Revise SGLI?
  - Have Original ENDORSED Orders and Service Record in Hand?
  - Have ANY Special Personnel Issues Requiring Special Attention?

Section II – Pay and Disbursing

- Does the Reservist:
  - Have a Government Charge Card?
  - Need to Enroll in DDS?
    - Reservist Must have a Check or Deposit Slip
  - Need to Receive or Has received Advance Pay?

Section II – Supply Requirements

- Determine Seabag Requirements
  - Organizational Clothing or Individual Equipment Requirement or…..
  - Full Seabag Requirement
- Review Household Goods and POV Storage Arrangements
- Limited Household Goods (Personal Effects) Shipment IAW JTFR PARA U4700

Section II – Active Duty Sponsor

- Inform Reservist of Gaining Command POC
- Inform Reservist of Gaining Command Sponsor
- Reservist Should Contact Gaining Command At Earliest Opportunity

Section II – Final Certification

- Are YOU Ready to Proceed to NMPS?
  - YOU MUST Have:
    - ALL NSIPS RC3 Transactions MUST be Complete
    - Anti-Terrorist Training
    - Completed and Reviewed ALL Designated Training WebSites
    - ALL Medical/Dental and Service Records in Hand
    - Travel Arrangements Entered in NMCMPS
    - An NMPS Contact Phone Number
    - ALL NMCMPS Requirement Satisfied
    - 2 Copies of the Activation Checklist
  - LIST ALL ISSUES REQUIRING NMPS ATTENTION